



Disability Support Services
Kansas State University, 202 Holton Hall
Manhattan, KS 66506-1311
785.532.6441 Fax: 785.532.6457
dss@ksu.edu
www.k-state.edu/dss/shuttle.html

Transportation Options Through Disability Support Services

DSS Shuttle Service

The Disability Support Services (DSS) Shuttle Service is provided as a courtesy by the University for students with either a temporary injury or a permanent disability, to assist them in getting to their classes.

- ☞ The DSS Shuttle Service operates between on-campus buildings only. The residence halls, Jardine Terrace, Lafene Health Center and Peters Recreation Complex are on campus.
- ☞ The DSS Shuttle operates during the day only, Monday through Friday, when classes are in session. The first available ride time is 7:00 a.m., last pick-up is 4:30 p.m.
- ☞ Riders must complete a Ride Schedule Form for regularly scheduled rides. These forms are available on the DSS web site or in our office at 202 Holton Hall. DSS cannot guarantee personal choice in pick-up and arrival times, though we will do our best to meet your needs.
- ☞ To make any changes to this schedule, call **532-6441** between 7:00 a.m. and 5:00 p.m., Monday-Friday (leave voice mail if necessary).
- ☞ Riders are expected to call the DSS office if they do not need a scheduled ride. Shuttle riders depend on each other for courtesy and promptness. Being consistently late or not showing up for scheduled rides poses a major inconvenience for other riders.
- ☞ If you are a "no show" for a ride, the driver will not pick you up for any further rides that day until you have called the DSS office and confirmed that you will need your other rides.
- ☞ When you no longer need the shuttle service, please call to permanently cancel rides.
- ☞ Seat belts and wheelchair tie-downs must be used by all riders at all times.
- ☞ Inclement weather may impact our ability to operate the Shuttle Service. You will be contacted if weather-related issues cause an inability to provide transportation.
- ☞ You are encouraged to add our office number to your cell phone so you can check on the arrival time of the shuttle, or to easily cancel a ride.

DSS/aTa Bus Service

- ☞ DSS also contracts transportation services for students living off campus through the local Area Transportation Agency (or "aTa Bus") at no charge to the student. DSS will fund rides within the City of Manhattan, to and from campus and home, when classes are in session.
- ☞ In some instances, the aTa Bus will also provide transportation to students that live on campus when the DSS Shuttle Service needs additional support. If you are assigned to the aTa Bus for a particular ride, you must follow aTa Bus procedures for scheduling and cancellations.
- ☞ **The aTa Bus requires 24 hour advance notice to schedule rides.** They require at least 1 hour before a scheduled ride may be cancelled without the rider being charged a fine. **The rider will incur a fine of \$5 for not canceling a ride in a timely manner.** Three or more aTa Bus "no shows" that go unpaid will lead to suspension from the aTa Bus service.
- ☞ Please read the "aTa Bus Public Transit Rider Guide" for further information on their services.
- ☞ Information on the aTa Bus can also be found online at <http://www.rileycountyks.gov> or contact them at Riley County Courthouse Plaza East, 115 N. 4th St., 2nd Floor, Manhattan, KS, 66502. Phone **537-6345**; Fax 537-6327.



Please remember the success of the DSS Shuttle Service and aTa Bus is dependent on the responsible actions of its riders. **Being consistently late or not calling to cancel rides may result in termination of service.**

Please feel free to contact us with any questions or concerns.

I have read the above information and understand the rules and expectations of the DSS Shuttle Service and aTa Bus service.

Signature _____

Date _____